

Instructions

Report 2: Annual Single Fee Summary Report

Report 2 is to be completed and submitted annually to the Secretary for Environmental Protection by September 30th of each fiscal year, beginning one full year after the date of Certified Unified Program Agency (CUPA) certification. Report 2 reflects single fee data from the prior fiscal year that ended on June 30th.

Send to: California Environmental Protection Agency
Unified Program Section
1001 'I' Street
P.O. Box 2815
Sacramento, California 95812

General Information #1-5

For each Report 2 submitted to the Secretary, the CUPA must complete the following general information elements, which are located on the top of the report.

CUPA Jurisdiction – Provide the name of the CUPA submitting the report.

Completed By – Provide the first and last name of the person completing the report.

Telephone Number – Provide the telephone number of the person who completed the report.

Date Submitted – Provide the date the CUPA submitted the report.

Fiscal Year – Provide the fiscal year covered by the report.

Single Fee- This row of the report is for the total single fee billed, waived, and/or collected from all regulated businesses in the CUPA's jurisdiction during the recently ended fiscal year. The total single fee amounts include: (1) the CUPA's fees for their necessary and reasonable costs to implement and enforce the Unified Program; (2) the PA's fees for their necessary and reasonable costs to implement and enforce the Unified Program (if applicable); and (3) the State surcharges.

Total amount of single fee billed – enter the total amount of the single fee that was billed during the previous fiscal year.

Total amount of single fee waived – enter the total amount of single fee that was waived during the previous fiscal year.

Total amount of single fee collected – enter the total amount of single fee collected during the last fiscal year, based on the amount that was billed in the previous year.

Participating Agencies (PA)- This row is only required if a CUPA has PA(s). If there are no PA(s), fill in each box with 'not applicable' (N/A). This line (row) of the report identifies the amount of the single fees that were billed on behalf of the PA(s). It also covers the PAs necessary and reasonable costs to implement and enforce one or more of the Unified Program elements.

Total amount of single fee billed for PA(s) – enter the total single fee amount, billed on behalf of the PA(s), for the previous fiscal year.

Total amount of single fee collected for PA(s) – enter the total single fee amount, collected on behalf of the PA(s), for the previous fiscal year.

Total amount of single fee remitted for PA(s) – enter the total single fee amount remitted to the PA(s) during the last fiscal year.

Total amount of single fee still owed PA(s) – enter the total single fee amount that was collected in the previous year but not remitted to the PA(s).

Surcharge This section of the report provides data on the State Surcharge for CUPA oversight, CalARP, and UST. The rows and columns of this section provide totals of the State Surcharge that the CUPA has billed, waived, and/or collected from regulated businesses during the previous fiscal year. This section also includes the total amount of the State Surcharge remitted and that is still owed to the state for the previous fiscal year. Provide the following surcharge information for each of the elements in this section of the report. *The totals on this form should equal the total of all Surcharge Transmittal Reports (Report 1) submitted for the reporting fiscal year.*

CUPA Oversight

Total amount of surcharge billed - enter the total assessed amount of surcharge to all regulated businesses, for the reporting fiscal year.

Total amount of surcharge waived – enter the total amount of surcharge waived for the reporting fiscal year.

Surcharge collected – enter the total amount of surcharge collected, for the reporting fiscal year.

Total collections remitted to State – of the amount that was collected, enter the total amount that was remitted to the State, for the reporting fiscal year. *This amount should equal the sum of all report 1s submitted throughout the reporting fiscal year.*

Total amount owed to State – enter the total amount owed to the State for the reporting fiscal year.

CalARP

Total amount of surcharge billed - enter the total assessed amount of surcharge to all regulated businesses, for the reporting fiscal year.

Total amount of surcharge waived – enter the total amount of surcharge waived for the reporting fiscal year.

Surcharge collected – enter the total amount of surcharge collected, for the reporting fiscal year.

Total collections remitted to State – of the amount that was collected, enter the total amount that was remitted to the State, for the reporting fiscal year. *This amount should equal the sum of all report 1s submitted throughout the reporting fiscal year.*

Total amount owed to State – enter the total amount owed to the State for the reporting fiscal year.

UST

Total amount of surcharge billed - enter the total assessed amount of surcharge to all regulated businesses, for the reporting fiscal year.

Total amount of surcharge waived – enter the total amount of surcharge waived for the reporting fiscal year.

Surcharge collected – enter the total amount of surcharge collected, for the reporting fiscal year.

Total collections remitted to State – of the amount that was collected, enter the total amount that was remitted to the State, for the reporting fiscal year.

This amount should equal the sum of all report 1s submitted throughout the reporting fiscal year.

Total amount owed to State – enter the total amount owed to the State for the reporting fiscal year.

Note: The ‘total collections remitted to State’ is compared with the quarterly totals reported for the reporting fiscal year.

COUNTS

Total Regulated Businesses – enter the total number of UP regulated businesses within the jurisdiction, for the reporting fiscal year.

If a regulated entity is no longer in business but was doing business in that fiscal year, even for one day, it should be counted as a regulated business.

Underground Storage Tanks – enter the total number of UP tanks within the jurisdiction.

Underground Storage Tank Facilities – enter the total number of UP underground storage tank facilities within the jurisdiction.

Permit by Rule – enter the total number of permit by rule facilities within the jurisdiction.

Note: This is a count of facilities, not a count of the number of on-site treatment units. When ranking tiers, PBR is considered the highest tier, CA the next highest tier, and CE the lowest tier.

Conditional Authorization – enter the total number of conditional authorized facilities within the jurisdiction.

Note: This is a count of facilities, not a count of the number of on-site treatment units.

Conditional Exemption – enter the total amount of UP conditional exemption facilities within the jurisdiction. This includes any of the four CE categories: Conditionally Exempt Commercial Laundries (CECL), Conditionally Exempt Specified Wastestreams (CESW), Conditionally Exempt Small Quantity Treatment (CESQT), and Conditionally Exempt (CEL).

Note: This is a count of facilities, not a count of the number of on-site treatment units.

CalARP – Total Stationary Sources – enter the total number of stationary sources potentially subject to the Cal/ARP program.

Total Businesses Subject to CalARP Program Surcharge – enter the total amount of CalARP facilities that are subject to the surcharge within the jurisdiction.

Total Stationary Sources Granted a RMP Waiver Determination – enter the total amount of the UP CalARP stationary sources that are exempt from the RMP, within the jurisdiction.

Note: These counts are compared with the numbers in Column 1(No. of Regulated Businesses) of Report 3.

The total dollar amount of CalARP surcharge billed and waived is compared to the number of 'CalARP facilities subject to the surcharge' and 'granted a RMP waiver' under counts.